



TEAM-IFPTE Local 161

## TEAM Office Permanent Position Vacancy

**Position:** Labour Relations Officer

**Salary:** TEAM 306 Salary Schedule "B" (Step commensurate with experience)

**Location:** Winnipeg

**Union:** This is a unionized position, covered by Unifor Local 191

**Closing Date:** Wednesday, April 26, 2023

TEAM is seeking an enthusiastic individual to fill the role of Labour Relations Officer and to assist the Executive Director in managing all aspects of union-management relations. The successful candidate will be an experienced Labour Relations specialist and shall have a strong background in Canadian labour law and be familiar with recent changes in labour law, arbitration decisions, and anything else that may affect union-management relations and the rights of employees.

The Labour Relations Officer ensures the well-being of the members through the fair and consistent application of the Collective Agreement, policies, and all applicable laws and regulations pertaining to Labour Relations, Human Rights, Employment, Privacy, and Health and Safety. The successful candidate will be a resilient, determined self-starter, who is able to work flexible hours in a high-stress environment and carry out assignments with minimal supervision.

The job description for the TEAM Labour Relations Officer position is available [here](#).

To qualify for this position, you will:

- Have a Law degree and Labour Relations experience and/or a diploma or certificate in Human Resources or Industrial Relations, or an equivalent combination of education and related work experience, or extensive experience as a union representative.
- Have significant experience interpreting and/or enforcing collective bargaining agreements, including preparing and attending grievance and arbitration hearings.
- Be able to provide expert advice and guidance to members with respect to the grievance procedure, harassment and discipline complaints, duty to accommodate, and other similar issues.
- Have the ability to offer constructive guidance and advice on the policies, legislative frameworks, and practices and precedents within the labour relations field.
- Have excellent verbal and written communication skills; experience drafting memos, presentations and reports; and effective time management, organization, and planning skills.

- Have experience with and knowledge of the redress mechanisms provided under the Canadian Human Rights Act, The Canada Labour Code and provincial labour legislation.
- Have experience in collective bargaining.
- Be able to work well with staff, union members and other union representatives.
- Have proficiency with Microsoft Word, Excel, and Outlook.
- Be able to work non-standard hours when required.
- Possess a valid driver's license.

**Note:** The successful candidate's existing employee pension and other benefits, and service rights will be maintained on a Union Leave of Absence from the Company as specified in [Article 12.03](#) of the TEAM-Bell Collective Agreement.

**Applicants are required to submit a detailed cover letter and résumé, identifying how they meet the qualifications in the posting, to:**

LRO Hiring Committee  
c/o Erin Spencer, Executive Director  
TEAM-IFPTE Local 161  
200-1 Wesley Ave, Winnipeg, Manitoba  
R3C 4C6

or

Email: [applications@teamunion.mb.ca](mailto:applications@teamunion.mb.ca)